

**UNAPPROVED MINUTES
CITY OF MILPITAS
ARTS COMMISSION**

Minutes: Regular Meeting of the Arts Commission (AC)
Date of Meeting: Monday, January 26, 2004
Place of Meeting: Milpitas Community Center, 457 E. Calaveras Blvd., Rm. 7&8

I. Call to Order Chairperson Foulk called the meeting to order at 6:02 p.m.

II. Flag Salute The Chair led the Commission in the Pledge of Allegiance

III. Roll Call Commissioners Present: Foulk, Hays, Ogle, Rabe, and Alternate Ettinger and McGuire
Commissioners Absent: Barrie, Gupta, Hicks
City Staff Present: Recreation Services Supervisor, Kathleen Yurhcak, Public Services Assistant II, Renee Lorentzen
City Council Liaison Absent: Council Member Armando Gomez

IV. Alternates Due to the absence of Commissioner Barrie and Gupta, Alternate's Ettinger and McGuire were seated.

V. Agenda **MOTION** to approve the Agenda of January 26, 2004.
M/S: Hays/Ogle Ayes: All

VI. Minutes **MOTION** to approve the Minutes of November 24, 2003.
M/S: Hays/Ettinger Ayes: All

VII. Citizens Forum No members from the audience wished to address the Commission.

VIII. Announcements/Correspondence

Recreation Services Supervisor, Yurhcak, announced the following upcoming events:

- *Recreation Services Supervisor, Yurchak, presented new Alternate Harriett McGuire with her Certificate of Appointment to the Arts Commission. The Commission welcomed Mrs. McGuire to the Commission.*
- *Rainbow Theatre's production of "The Hobbit" opened this weekend and runs through January 31st. School Performances are taking place Monday and Tuesday of this week.*
- *Auditions for "Chicago", a Rainbow Theatre satellite show at the Milpitas High School, are being held this week. The show will run April 3rd – 10th at the Milpitas High School Theater.*
- *The Phantom Art Gallery is hosting Carl Roach's display until January 31st. Marianne Pilgrim-Calabrese will begin her self-titled show, featuring 9-11 inspired artwork, February 23rd and will run through the month of March. The Phantom Art Gallery will feature works from children in the month of April. Artwork will be children's self-portraits from the ages of 0-12 years.*
- *The Community Concert Band's Spring Concert will take place on Friday, March 19th at 7:30pm at the Milpitas Community Center.*

- *This year's "Service Above Self" Gene Schwab Memorial Award recipient is Lechi Nguyen, who is the Senior Center's Case Manager. The luncheon honoring Lechi and all the nominees is on February 9th from 12-1:30pm at the Milpitas Embassy Suites.*

IX. New Business

1. 2003-2004 CASP Calendar Commissioner Sign-ups

Recreation Services Supervisor, Yurhcak asked the Commission to review the schedule of the 2003-2004 CASP Events and volunteer to attend any event that fits into their schedule. The Commission volunteered as follows:

Foulk: Fremont Symphony Orchestra; San Jose Wind Symphony; Bay Area Showcase Chorus

Ettinger: Fancy Dancers; Milpitas Camera Club; Darlene Carman

Hays: Milpitas Camera Club; Fancy Dancers

Hicks: Fil-Am Milpitas

McGuire: Flamenco Society

Ogle: Flamenco Society; Milpitas Camera Club

Rabe: San Jose Wind Symphony

2. Commission List of Accomplishments

The Commission reviewed the presented List of Accomplishments and asked that under Goal #2, "Art Bulletin Boards" be added. Chairperson Foulk asked that Staff contact him to schedule the City Council meeting at which he will present the City Council with the Commission's List of Accomplishments.

3. Allocation of funds to be budgeted for the Arts in Milpitas Update

Recreation Services Supervisor, Yurchak, informed the Commission that at the November 24, 2003, Commission, meeting, the Commission requested that Staff research surrounding, comparable cities, to determine the best way for Milpitas to allocate funds for arts in Milpitas. Recreation Services Supervisor, Yurhcak reviewed the grid included in their packet of surrounding cities and their allocation practices. Recreation Services Supervisor, Yurchak, summarized that the majority of cities have a percentage of funds from permits, grants, allocated to the arts. Commissioner Hay asked how the Commission should make a recommendation to City Council. Recreation Services Supervisor, Yurchak, said that a team would need to be put together with the Planning Department on the feasibility of such an allocation plan and to research other cities and their ordinances.

Commissioner Hay asked staff to research other city ordinances. Chairperson Foulk clarified that the budget for Public Art would be either through an allocated percentage or monies budgeted in the City's general fund. Recreation Services Supervisor, Yurchak, stated that should the Commission choose to recommend having monies budgeted in the City's general fund, they should ask for no more than \$10,000, per the City Manager.

Commissioner Rabe stated that the Commission should visit other cities and see what has been purchased with budget monies. Commissioner Hay suggested that the cities of Saratoga, Los Gatos and Los Altos would be good places to look. The Commission requested that staff return to the February meeting with the additional requested information.

X. Staff Reports

None

XI. Liaison Reports

XII. Future Agenda Items

- Commission List of Accomplishments
- Public Art Policy
- Arts Commission Budget

XIII. Adjournment

There being no further business, the Chair adjourned the meeting at 7:07 p.m. I thought the meeting ended earlier? until the next meeting on February 23, 2004, at 7:00 p.m.

**UNAPPROVED MINUTES
CITY OF MILPITAS
ARTS COMMISSION**

Minutes: Regular Meeting of the Arts Commission (AC)
Date of Meeting: Monday, February 23, 2004
Place of Meeting: Milpitas Community Center, 457 E. Calaveras Blvd., Rm. 7&8

I. Call to Order Chairperson Foulk called the meeting to order at 7:00 p.m.

II. Phantom Art Gallery Opening – Marianne Pilgrim-Calabrese

The Commission and Mayor Esteves presented Ms. Calabrese with a Certificate of Commendation for her contribution to the Arts. Ms. Calabrese thanked the Commission and the City of Milpitas for the opportunity to show her work.

III. Flag Salute The Chair led the Commission in the Pledge of Allegiance.

IV. Roll Call Commissioners Present: Barrie, Foulk, Gupta, Ogle and Alternates Ettinger and McGuire

Commissioner Absent: Hays, Rabe

Council Member Present: Council Member Armando Gomez

City Staff Present: Recreation Services Supervisor, Kathleen Yurchak, Public Services Assistant II, Renee Lorentzen

V. Alternates The Chair sat Alternate Ettinger and McGuire in Commissioner Hay and Rabe's absence.

VI. Agenda **MOTION** to approve the Agenda of February 23, 2004.
M/S: Ogle/Ettinger Ayes: All

VII. Minutes Commissioner Ettinger asked that under Item IX. New Business, 1. 2003-2004 CASP Calendar Sign-Ups that "Milpitas Camera Club" be removed from her assigned events. Commissioner Hicks asked that the "Calaveras Repertory Production" be added to her assigned events.

MOTION to approve the Minutes of January 26, 2004 as amended.
M/S: Ogle/Hicks Ayes: All

VIII. Citizens Forum No members from the audience wished to address the Commission.

IX. Announcements/Correspondence

Commissioner Gupta informed the Commission that she would be missing the next two meetings, as she will be taking classes. She stated that she intends to return to the Commission and would like to be involved in any special events or activities the Commission is involved in.

Recreation Services Supervisor, Yurchak announced the following to the Commission:

- *The Senior Center Modular Grand Opening will be on February 28, 2004, at 10:00 a.m. Self guided tours and refreshments will be available.*
- *Calaveras Repertory Theatre's Production of Othello opens February 13, 2004.*

- *The Flamenco Society of San Jose, Inc. will be holding it's CASP Event on March 13, 2004, at the Milpitas Community Center at 2:00 p.m.*
- *The Milpitas Community Concert Band will be holding a concert on March 19, 2004, at the Milpitas Community Center at 7:00 p.m.*

Commissioner McGuire asked if there was a shuttle service to the temporary Senior Center location as there are no VTA Bus Routes to that area. Recreation Services Supervisor, Yurchak, answered that there is a shuttle service from the old Senior Center to the temporary Senior Center site. Attempts to have VTA alter their route to accommodate Senior Center participants were unsuccessful.

X. New Business

1. Phantom Art Gallery Month of the Young Child Art Work Selection

Recreation Services Supervisor, Yurchak, informed the Commission that staff had received 87 entries for the Month of the Young Child Gallery Display. She asked that the Commission form a subcommittee to choose the artwork for the Gallery display. The following Commissioner's volunteered: Foulk, McGuire, Ogle, Ettinger. The Subcommittee agreed to meet on March 3, 2004 at 1:00 p.m. at the Milpitas Sports Center.

2. Allocation of funds to be budgeted for arts in Milpitas in the Arts Commission Budget

Recreation Services Supervisor, Yurchak informed, the Commission that after further research and after discussions with upper management, Staff is recommending the Commission request \$10,000.00 from the City's General Fund, to be budgeted for arts in Milpitas. The \$10,000.00 would be in the Arts Commission annual fiscal budget.

Chairperson Foulk asked if the Commission would be making any further steps towards receiving a percentage of developer fees for arts in Milpitas. Council Member Armando Gomez stated that the Commission can still research the developer fees aspect of receiving money, but it would take a lot of time due to the amount of policy that is involved. Also, the extra charge to potential developers could deter them from building in Milpitas.

Commissioner Hicks stated that the Commission should have a progressive budget. \$10,000.00 the first year, and increase a couple thousand each year. Commissioner Barrie requested the Commission be able to roll over money not spent from one fiscal year to the next. Commissioner McGuire stated that with the Towne Center renovation upcoming, it might be a good goal to have the percentage of developer fees in place as the Commission could benefit.

Recreation Services Supervisor, Yurchak, stated that in her research she found an "Art-in-lieu" clause where the developer either pays the mandated percentage or purchases or installs a piece of art.

MOTION to recommend to the City Council to consider and approve a \$10,000 allocation in the Arts Commission 2004-2005 fiscal budget and direct staff to continue to further research adopting a policy that would require a percentage of developer fees to be allocated to the arts in Milpitas, or an "Art-in-Lieu" policy for new developers.

M/S: Barrie/Hicks

Ayes: All

3. Commission List of Accomplishments

The Commission reviewed the final draft of the Commission's List of Accomplishments. Chairperson Foulk asked staff get in touch with him to organize the City Council meeting in which he would be presenting the List of Accomplishments.

XI. Staff Reports

Staff had nothing to report.

XII. Liaison Reports

6. Milpitas Historical Society

Commissioner McGuire informed the Commission that the Milpitas Historical Society had its Installation of Officers dinner with Jim Mattas as the new President.

Commissioner McGuire added that the Milpitas Historical display in the City Hall display case has been well received. Any one who has any items they would like to see displayed, please let her know, as the Historical Society would be in charge of the next display.

XIII. Future Agenda Items

- Field trip to see Public Art in neighboring cities, businesses

XIV. Adjournment

There being no further business, the Chair adjourned the meeting at 8:00 p.m. to the next regularly scheduled meeting on March 22, 2004, at 7:00 p.m.

**UNAPPROVED MINUTES
CITY OF MILPITAS
ARTS COMMISSION**

Minutes: Special Meeting of the Arts Commission (AC)
Date of Meeting: Monday, March 22, 2004
Place of Meeting: Milpitas Community Center, 457 E. Calaveras Blvd., Rm. 7&8

I. Call to Order Chairperson Foulk called the meeting to order at 7:00 p.m.

II. Phantom Art Gallery Opening – Month of the Young Child Display

Community Enrichment Coordinator, Anne Kelly and Childcare Coordinator, Toby Librande introduced the Gallery and thanked all those who participated in the Gallery.

III. Flag Salute The Chair led the Commission in the Pledge of Allegiance.

IV. Roll Call Commissioners Present: Ettinger, Foulk, Hays, Hicks, Ogle, Rabe and Alternates McGuire and A. Gupta

Commissioner Absent: S. Gupta

Council Member Absent: Council Member Armando Gomez

City Staff Present: Recreation Services Supervisor, Kathleen Yurchak, Public Services Assistant II, Renee Lorentzen, Anne Kelly, Community Enrichment Coordinator

V. Alternates The Chair sat Alternate McGuire in Commissioner S. Gupta's absence.

VI. Agenda **MOTION** to approve the Agenda of March 22, 2004.
M/S: Hays/Rabe Ayes: All

VII. Minutes Commissioner Ettinger asked that under Item IX. New Business, 1. 2003-2004 CASP Calendar Sign-Ups that "Milpitas Camera Club" be removed from her assigned events. Commissioner Hicks asked that the "Calaveras Repertory Production" be added to her assigned events. Commissioner Hicks asked that he name be added to Roll Call as being present.

MOTION to approve the Minutes of February 23, 2004 as amended.
M/S: Ogle/Hicks Ayes: All

VIII. Citizens Forum No members from the audience wished to address the Commission.

IX. Announcements/Correspondence

Recreation Services Supervisor, Yurchak introduced new Commission member Angela Gupta to the Commission and asked the Commission to go around and introduce themselves and share their background:

Anne Kelly: Community Enrichment Coordinator for the City of Milpitas, runs the Rainbow Theatre Program, Cultural Arts, Special Events and the Phantom Art Gallery

Kathleen Yurchak: Worked for the City for 6 years, started as the Marketing Coordinator, was promoted to the Senior Center Supervisor and is not the Milpitas Community Center Supervisor

Linda Rabe: Served on the Parks, Recreation and Cultural Resources Commission for many years before moving and helping start the Arts Commission

Robin Hays: Has an Art Degree from Florida State, was an artist for 10 years and now works in Acupuncture here in Milpitas

Bill Foulk: Has served in the Milpitas Unified School District Board for 16 years, is an Art Advocate

Donine Ettinger: Received her Art Degree from Cal Berkley and also holds her Masters in Printmaking

Linda Hicks: Served on the Parks, Recreation and Cultural Resources Commission before moving to the Arts Commission, her family is heavily into the Arts and performs frequently

Harriett McGuire: Received her Degree in Fashion Illustration, now does free-lance work as well as teaching drawing, arts and crafts in Milpitas and San Jose

Angela Gupta: Founder and CEO of a software company, which she recently sold, holds a Masters in English and Bachelors in Classical Music

Recreation Services Supervisor, Kathleen Yurchak, announced the following to the Commission:

- *The Hillcrest Art in Your Park Unveiling will be held on April 2, 2004, at 6pm at Hillcrest Park.*
- *Rainbow Theatre's presentation of "Chicago" will run from April 1-10, 2004, at the Milpitas High School Theater.*
- *The City of Milpitas' Earth Ceremony is on April 17, 2004, from 10am, -12 noon, at Yellowstone Park.*
- *Rainbow Singers presents "How the West was Won" on April 9, 2004, at 7:30 p.m. at the Milpitas Community Center*

Commissioner McGuire informed the Commission that the Arts Bulletin Board for March is completed and wanted to know what other Commissioner's were interested in assisting with the board. Commissioner McGuire informed the Commission that she attended Darlene Carman's Workshop, part of her Cultural Arts Support Grant. Commissioner McGuire suggested, should the Commission fund this project in the future, the Commission should consider attending the workshop.

Chairperson Foulk asked that Staff add upcoming CASP dates and important reminders at the end of each Agenda to keep the Commission informed.

X. New Business

1. Election of Officers

Chairperson Foulk opened up the floor for nominations for Vice-Chairperson.

MOTION to nominate Commissioner Rabe to the position of Vice-Chairperson.

M/S: Ogle/Hays

Ayes: All

2. Phantom Art Gallery Review

The Commission reviewed works presented by Aundrea Ali. Commissioner Ettinger asked Ms. Ali if she had enough pieces to fill the gallery. Ms. Ali answered, yes; she would have

enough pieces to fill the gallery. Commissioner Rabe asked what the sizes of her work were. Ms. Ali responded that a majority of her work is 11 ½" x 14" or smaller. The largest piece she has is 16" x 20". The Commission commented that the work was colorful and creative.

MOTION to approve the Phantom Art Gallery Application for Aundrea Ali.

M/S: Hays/Rabe

Ayes: All

The Commission reviewed works presented by Fred Crow. The Commission asked what the size of his pictures would be. Mr. Crow answered that they would be 8" x 10" or smaller with clusters of the original 4" x 6" drawings. The Commission viewed Mr. Crow's work. Chairperson Foulk stated that the Commission was discussing whether his work is art or not due to the comic nature.

Commissioner McGuire stated that although the theme of his comics are clever, she felt that it would not look good in the gallery. Although Pen and Ink Drawing is art, it is not Fine Art. Commissioner Hays said that because the Phantom Art Gallery is in the Community Center it is currently showing children's artwork; Mr. Crow's drawings would make for an interesting gallery. His work would bring in a different group of viewers. The Gallery should strive to show all different types of art.

Commissioner Ettinger asked if the work he is proposing to show has already been in the Milpitas Post. Mr. Crow answered that all work in his gallery, should it be approved, has been featured in The Post. Commissioner Rabe said she felt that his material is not enough to hold his own show. Maybe a combination gallery with other artists would be better. She feels that his gallery could not stand-alone for 3 months.

Commissioner Ogle reminded the Commission that the Gallery has housed other Art mediums and this would be a good addition, as they have never had such a gallery display. Commissioner Hays stated that Pen and Ink Drawing is not craft, but an Art. Chairperson Foulk stated that he thought the gallery might not draw the public in. Mr. Crow stated that Pen and Ink Drawing is a craft as well as an art. The purpose of his drawings is to get a response. The drawings are not meant to capture the reader for 2 hours, but only for a couple minutes. Commissioner Hays said that the public would spend more time in the gallery than the Commission thinks.

Commissioner Rabe said in the case of Literary Art, less is more, and that if this gallery should be approved; she recommended that the art be displayed in its original size. Commissioner Ettinger suggested that a gallery titled, "Pen and Ink" be approved, but with other artists who would use the same medium; maybe calligraphy, or Chinese brush painting. Commissioner Hays stated that mixing several artists would create a gallery with no rhyme or reason.

MOTION to approve the Phantom Art Gallery Application for Fred Crow.

M/S: Hays/Hicks

Ayes: Foulk, Hays, Hicks, Ogle

Nays: Rabe, Ettinger, McGuire

Motion passes 4:3.

The Commission reviewed works presented by Mary Meacham. Chairperson Foulk stated that he liked Ms. Meacham's examples and celebrated her talent.

MOTION to approve the Phantom Art Gallery Application for Mary Meacham.

M/S: Rabe/Ogle

Ayes: All

3. Commissioner Handbook Review

The Commission reviewed the Commissioner Handbook. Recreation Services Supervisor, Yurchak, explained that the Handbook is an unofficial document put forth by the Recreation Services to inform and remind Commissioners' on how to conduct meetings, terminology and meeting rules and regulations.

4. Phantom Art Gallery Application Review and Update

Commissioner Rabe stated that the current application should be augmented into a marketing tool for the Phantom Art Gallery. The Commission should focus on developing an actual application that includes artist information and resume information. The marketing tool should be informational, include a calendar of artists and their gallery's. Commissioner Hays said the current tri-fold format has good information and should be expanded for marketing purposes.

Recreation Services Supervisor, Yurchak, stated that the Commission needs to define what their criteria for approval is. What are the Commission's requirements? Commissioner Ettinger stated that she would like to see an artist biography and a picture or slide of proposed artwork. Chairperson Foulk stated that he feels the Commission doesn't receive enough information. Perhaps a biography and fact sheet with picture would be helpful.

Commissioner Rabe suggested that the applying artists have the option to bring slides of their artwork to the approval meeting as opposed to the actual art. This will cut down on possible wear and tear to the art.

Commissioner Rabe suggested that the wording in the application be changed from "criteria" to "expectations". Commissioner Hay suggested that the criteria be stated but the Commission can decide whether the artwork is appropriate. Commissioner Hicks said that the criteria should state the size of the area they will need to fill (gallery size). So the artists will know if they have a sufficient amount of artwork. Commissioner Rabe asked that the brochure used for marketing encourage various forms of art. Commissioner Rabe suggested that a sub-committee be formed to take the Commission's suggestions and revise and create a marketing tool and application for the Phantom Art Gallery. The Commission agreed.

Phantom Art Gallery Sub-committee: Commissioner's Rabe, Ettinger.

XI. Staff Reports

Staff had nothing to report.

XII. Liaison Reports

9. Chairperson Foulk informed the Commission that with the Milpitas High School Athletic fields has attracted tourists. The City of Milpitas has helped the Milpitas Unified School District with a new ordinance to keep entry on the field by non-students at an acceptable level and time.

XIII. Future Agenda Items

- Public Art Tours
- Phantom Art Gallery Application and Approval Process

XIV. Adjournment

There being no further business, the Chair adjourned the meeting at 9:10 p.m. to the next regularly scheduled meeting on April 26, 2004, at 7:00 p.m.

**UNAPPROVED MINUTES
CITY OF MILPITAS
ARTS COMMISSION**

- Minutes:** Meeting of the Arts Commission (AC)
Date of Meeting: Monday, April 26, 2004
Place of Meeting: Milpitas City Hall Committee Conference Room, 455 E. Calaveras Blvd.
- I. Call to Order** Chairperson Foulk called the meeting to order at 7:00 p.m.
- II. Flag Salute** The Chair led the Commission in the Pledge of Allegiance
- III. Roll Call** Commissioners Present: Ettinger, Foulk, Hays, Hicks, Ogle, Rabe and Alternate McGuire
Commissioner Absent: S. Gupta and Alternate A. Gupta
Council Member Present: Council Member Armando Gomez
City Staff Present: Recreation Services Supervisor, Kathleen Yurchak, Public Services Assistant II, Renee Lorentzen
- IV. Alternates** The Chair sat Alternate McGuire in Commissioner S. Gupta's absence
- V. Agenda** **MOTION** to approve the Agenda of April 26, 2004.
M/S: Hays/McGuire Ayes: All
- VI. Minutes** Commissioner Ettinger asked that Item IX. Announcements/Correspondence, Paragraph Three, under "Kathleen Yurchak", omit "not", to read "... and is the Milpitas Community Center Supervisor", Paragraph 7, under Donine Ettinger, Berkeley is spelled incorrectly, and Item VII. Minutes, sentence 3, change "he" to "her".
MOTION to approve the Minutes of March 22, 2004, as amended.
M/S: Rabe/Ogle Ayes: All
- VII. Citizens Forum** No members from the audience wished to address the Commission.
- VIII. Announcements/Correspondence**
Recreation Services Supervisor, Kathleen Yurchak, announced the following to the Commission:
- *Rainbow Theatre presents "Annie Jr." at the Milpitas Community Center from April 30th – May 8th.*
 - *The Global Village Multi-Cultural Faire will be held at the Milpitas Sports Center Football Field on May 1st from 11am-4pm.*
 - *Arts Summit held at the Mexican Heritage Plaza in San Jose from May 6th – 7th.*
- IX. Old Business**
- 1. Allocation of funds to be budgeted for arts in Milpitas in the Arts Commission Budget**
Recreation Services Supervisor, Yurchak, informed the Commission that this item was put on the Agenda by the request of the Commission. A sub-committee will need to be formed to further research the City of Milpitas implementing a percentage for the arts from developer fees.

Commissioner Hay asked why Staff was not researching this item further. Chairperson Foulk thought the item had been researched already and that the Commission was going to City Council to ask them to consider implementing a percentage of developer fees to be applied to the arts. Recreation Services Supervisor, Yurhcak, answered that Staff had supplied the Commission with preliminary research as requested and any further action desired by the Commission, will need to be spearheaded by a sub-committee of the Arts Commission. Commissioner Rabe added that Staff had done what the Commission asked, which was to get documentation for the Commission on other city's and how they budgeted funds for the arts. That documentation is back up information for the Commission, as the Commission should be knowledgeable of their requests. The Commission cannot rely on Staff do the Commission's work. The Commission agreed to form a sub-committee and Commissioner's Rabe, Hays are members of the sub-committee.

2. Work Plan

Recreation Services Supervisor Yurchak, informed the Commission that the Milpitas City Council would be reviewing the Commission's Work Plan at their May 18, 2004, meeting. Chairperson Foulk stated that he would be present for the City Council meeting to represent the Commission.

The Commission reviewed their Work Plan. The current item for consideration and action is Arts Day 2004. The Commission asked that this item would be agendized for discussion at the May 24, 2004, meeting.

X. New Business

1. "See Me Grow Children's "Self Portraits"

Child Care Coordinator, Toby Librande, thanked the Commission for the opportunity to have the children's art displayed in the Phantom Art Gallery. The gallery is a success, enjoyed by all who enter. Child Care Coordinator, Librande, asked for the Commission's feed back on the gallery, the process and their feelings on hosting the gallery in 2005.

Commissioner Rabe said that she was disappointed to not see the City's 50th Anniversary Logo on any of the gallery's literature. This type of event would have been a perfect way to incorporate the logo. Commissioner Ogle stated she would like to see High School students displayed also. Child Care Coordinator, Librande, answered that she is responsible for children ages 0-12 years of age, which was the focus of the gallery. Children older than 12 years old would need to be a part of a separate display. Commissioner Ogle said she enjoyed the accompanying leaflet that gave information on the child's age and artistic development. She also expressed that it was nice to see the drawings matted and framed.

Commissioner Rabe said the Milpitas Unified School District (MUSD) Board Meeting Room might be a good place to display children's artwork next year. If the Phantom Art Gallery is going to strive to be a professional gallery, informal art would be better hung at the MUSD Board Room.

Commissioner McGuire asked if this was the first year the topic of "Self Portrait" was used or if it was a reoccurring theme. Child Care Coordinator, Librande, answered this was the first year for the topic. Commissioner McGuire pointed out that some pieces displayed were not on topic. Child Care Coordinator, Librande, answered that the Sub-committee, Commissioners' Foulk, McGuire, Ogle, Rabe, were in charge of choosing the pieces displayed: Staff removed themselves completely from the selection process. Commissioner McGuire stated that she felt children's artwork is not appropriate for the Phantom Art Gallery.

Commissioner Hicks stated that she feels the Phantom Art Gallery is in a good location, at the Milpitas Community Center, and should host galleries such as the Children's Art Display. The Community Center serves children and their families. She suggested, should the Arts Commission wish to pursue a more "professional" Phantom Art Gallery; it should be relocated to another building.

Chairperson Foulk reminded the Commission that the location of the Phantom Art Gallery is not the agenda item, but that the children's art display for 2005 is.

Commissioner Ettinger stated that the display was great, and the location of the Phantom Art Gallery is a good one. Commissioner Rabe said she would like for staff to find another location for the children's art display. Commissioner Ettinger stated she liked the topic of the art show, it was very conceptual and suggested that staff keep future topics for the art show in the same genre.

MOTION to have the Children's Art Show in the Milpitas Phantom Art Gallery in April of 2005.

M/S: Hicks/Ettinger

Ayes: 3 (Ettinger, Foulk, Hicks)

Nays: 4 (Hays, McGuire, Ogle, Rabe)

2. Phantom Art Gallery Application Review Update

Commissioner Rabe referred the Commission to the copy of the Phantom Art Gallery Draft in their Commissioner Packet. Commissioner Rabe pointed out the following major changes to the Application and requested that the format be laid out as to what was discussed at the sub-committee meeting

- Length of Exhibit to 2 months
- Artwork labeled, size specified
- City Staff and Commissioner Review of gallery before opening
- Added disclaimer in case of special City exhibits
- Indicate that artist must be present at the selection meeting and prepared to respond to Commissioner questions

MOTION to approve the changes to the Phantom Art Gallery Application.

M/S: Rabe/Ettinger

Ayes: All

Chairperson Foulk asked if the same Committee would be working on a promotional brochure for the Phantom Art Gallery.

Commissioner Rabe stated that someone with graphic and/or designing experience should work on the promotional information.

Phantom Art Gallery Promotional Materials Subcommittee: Commissioners' McGuire, Rabe

3. Schedule Public Art Tours

This item was tabled to the May 24, 2004, meeting, where Staff would return to the meeting with a list of surrounding cities who have public art, as possible places to visit on the Commission's public art tour.

XI. Staff Reports

- CASP: Darlene Carmen "Celebrate Art as a Family": May 22 – 3:00pm, Community Center – Donine Ettinger & Harriet McGuire

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- CASP: San Jose Wind Symphony: May 23 – 3:00pm, Community Center –Linda Rabe
- Memorial Day Ceremony: May 31 – 9:00am, Veterans Memorial Park

XII. Liaison Reports

None

XIII. Future Agenda Items

- Public Art Tours
- Phantom Art Gallery Promotional Materials

XIV. Adjournment

There being no further business, the Chair adjourned the meeting at 8:47 p.m. until the next regularly scheduled meeting on May 24, 2004.

UNAPPROVED MINUTES
CITY OF MILPITAS
ARTS COMMISSION

Minutes: Meeting of the Arts Commission (AC)
Date of Meeting: Monday, May 24, 2004
Place of Meeting: Milpitas Community Center, 457 E. Calaveras Blvd.

I. Call to Order The Chair called the meeting to order at 7:00 p.m.

II. Phantom Art Gallery Opening – Mary Meacham

The Commission and Mayor Jose Esteves presented Mrs. Meacham with a Certificate of Commendation for her contribution to the Arts. Mrs. Meacham thanked the Commission and the City of Milpitas for the opportunity to display her work.

III. Flag Salute The Chair led the Commission in the Pledge of Allegiance

IV. Roll Call Commissioners Present: Ettinger, Foulk, Hays, Hicks, Ogle, Rabe and Alternate McGuire

Commissioners Absent: S. Gupta and Alternate M. Gupta

City Staff Present: Recreation Services Supervisor, Kathleen Yurchak, Public Services Clerk II, Renee Lorentzen, Mayor Jose Esteves

City Council Liaison Present: Council Member Armando Gomez

V. Alternates The Chair sat Alternate McGuire in Commissioner S. Gupta's absence

VI. Agenda The Commission asked that Item X. Old Business be moved before IX. Announcements and Correspondence.

MOTION to approve the Agenda of May 24, 2004, as amended.

M/S: Hays/Ogle Ayes: All

VII. Minutes **MOTION** to approve the Minutes of April 26, 2004.

M/S: Hays/Ettinger Ayes: All

VIII. Citizens Forum Thu Do
823 Alcosta Dr.
Milpitas, CA 95035

Ms. Do, Sun Microsystems, informed the Commission that she is planning on submitting a Phantom Art Gallery Application for renowned Embroidery Artist, Huu-Hanh Nguyen. She will be visiting from Vietnam during a time when the Phantom Art Gallery has a week free in August and would like to display her work during that time. She stated that she would follow all formal processes to receive Phantom Art Gallery application approval.

X. Old Business

1. Allocation of funds for arts in Milpitas

Commissioner Rabe suggested to the Commission that they visit the City of Mountain View as they have a 1% of Developer Fees allotted to the Arts. The City of Mountain View has numerous pieces of public art. After the Commission visits the City of Mountain View, the Commission should take pictures of what 1% of Developer Fees can do for a City and its art goals, and present them to City Council along with the research from the Sub-committee.

Council Member Gomez told the Commission that they would need to define what developer fees would be considered in the 1%. An Ordinance would be needed to implement such a plan. Mayor Jose Esteves told the Commission that he would like to see the "Allocation of funds for arts in Milpitas" on the Commission's Work Plan. He asked the Commission to amend their Work Plan to include the Allocation topic and to pick a goal date in which the Commission would present their findings and make a recommendation to City Council on the best way to fund art in Milpitas. Council Member Gomez, told the Commission that they will need to explain to City Council how they came to their recommendation.

Commissioner Hays asked staff how long it would take the Commission to be agendaized for a City Council Meeting. Recreation Services Supervisor, Yurchak, told the Commission that it would take approximately 2 weeks to get on the City Council Agenda. Commissioner Hays asked what type of questions would the City Council ask the Commission during their presentation. Council Member Gomez, stated the Commission should be prepared to explain the impact of the plan, how it is determined who is charged the 1% and what the Ordinance would be.

Mayor Esteves stated that a percentage would be charged based on the total development costs, not fees. Mayor Esteves stated the Commission needs to identify a process to not only implement a percentage for the Arts, but also how will the Commission and the City use the money.

2. Work Plan Update Consideration

Recreation Services Supervisor, Yurchak informed the Commission that the 3rd Annual Arts Day in Milpitas is on their Work Plan. Arts Day is typically a collaboration between the Arts Commission and the Milpitas Alliance for the Arts. The Commission will need to form a sub-committee to contact and work with the Alliance for the Arts.

MOTION to form a subcommittee to work on the 3rd Annual Arts Day in Milpitas with Commissioner's Ettinger, Foulk and McGuire.

M/S: Hays/Ettinger Ayes: All

MOTION to amend the Arts Commission Work Plan to list Allocation of funds for arts in Milpitas.

M/S: Rabe/Ettinger Ayes: All

IX. Announcements and Correspondence

Recreation Services Supervisor, Yurchak, announced to the Commission that Mary Meacham's Phantom Art Gallery opening will be featured in the June 3, 2004, issue of the Milpitas Post. Recreation Services Supervisor, Yurchak,

Arts Commission
May 24, 2004

referred the Commission to a letter from Fred Crowe, Phantom Art Gallery applicant, resending his Phantom Art Gallery Application.

Commissioner Ettinger stated that she was wondering if it would be better to discuss Phantom Art Gallery Applicants, without the Artist present. Commissioner Rabe stated that it was not legal to discuss in secret. All business must be conducted in front of the public. Commissioner Hicks stated that some unkind comments were made towards Mr. Crowe, such as that it "wasn't art".

Commissioner Rabe informed the Commission that the Golden Hills Art Association will be holding a watercolor exhibition on June 3, 2004, at 8 p.m. in the Milpitas Police Community Room. The demonstration is free and open to the public.

Commissioner Ettinger gave kudos to the Milpitas Global Village Multicultural Faire, as she saw many different types of art from the different countries represented that day.

Commissioner Ogle invited the Commission to the Milpitas Camera Club's Cultural Arts Support Program event on June 6, 2004, at the Milpitas Community Center from 10 a.m. - 4 p.m.

Commissioner Rabe announced that the Cultural Arts Support Program event, San Jose Wind Symphony Concert was very successful with over 200 people in attendance.

Chairperson Foulk asked that Staff add a section on future agenda's for Commission CASP Attendance reports.

XI. New Business

1. Public Art Tour Site and Date Selection

The Commission asked Staff whether the Public Art Tour had to be a Special meeting or could they just go? Recreation Services Supervisor, Yurchak, answered that if the Commission didn't want to hold a Special meeting, no more than three Commissioners' can attend the tour at one time, as four or more Commissioners' is a quorum.

The Commission decided to tour the City of Mountain View on June 17, 2004, with the following Commissioner's attending: Rabe, Ogle, Foulk.

Commissioner Hay and Commissioner McGuire would tour the City of Mountain view on June 15, 2004.

2. Review and Approve Final Draft of the Phantom Art Gallery Application

The Commission reviewed the presented draft of the Phantom Art Gallery Application. The Commission responded that they did not like the border or the font used on the draft. The Commission stated that the layout, allowing for the mailing of the application and the language of the application. They felt the listed questions and requirements would help them in their review of future applicants. The Commission asked staff to re-do the Application draft with the following changes suggested:

- Modern/mainstream border and font
- Black text on colored paper
- Phantom Art Gallery Logo

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May 24, 2004

XII. Staff Reports

- Memorial Day Ceremony: May 31 – 9:00am, Veterans Memorial Park
- CASP: Fil Am, June 5 – 8:00pm, Milpitas, Community Center – Linda Hicks
- CASP: Milpitas Camera Club, June 6, 10am-4pm, Community Center Auditorium – Mariele Ogle, Robin Hays
- CASP: Fancy Dancers, June 6, 1-6pm, Community Center Plaza – Donine Ettinger, Robin Hays
- Milpitas Community Concert Band: June 18 – 7:30pm, Community Center
- Summer Concert Series: June 22 - 6:30pm, Mark Russo & the Classy Cats, Augustine Park

XIII. Liaison Reports

None

XIV. Future Agenda Items

- Roberts Rules of Order/ Parliamentary Rules

XV. Adjournment

There being no further business, the Chair adjourned the meeting at 8:38 p.m., to the next regularly scheduled meeting on June 24, 2003 at 7:00 p.m.

**UNAPPROVED MINUTES
CITY OF MILPITAS
ARTS COMMISSION**

- Minutes:** Special Meeting of the Arts Commission
Date of Meeting: Thursday, June 17, 2004
Place of Meeting: Milpitas Community Center, Room 5, 457 E. Calaveras Blvd.
- I. Call to Order** Chairperson Foulk called the meeting to order at 9:30 a.m.
- II. Flag Salute** The Chair led the Commission in the Pledge of Allegiance.
- III. Roll Call** Commissioner's Present: Foulk, Ogle, Rabe and Alternate McGuire

Commissioner's Absent: Ettinger, Hays, Hicks, S. Gupta and Alternate M. Gupta

City Staff Present: Recreation Services Supervisor, Kathleen Yurchak

City Council Liaison Absent: Armando Gomez
- IV. Seating of Alternates** Alternate McGuire was sat in Commissioner Hays absence.
- V. Agenda** **MOTION** to approve the June 17, 2004, Agenda.
M/S: McGuire/Ogle Ayes: All
- VI. Citizen's Forum** No members from the public present.
- VII. Future Agenda Items**
- CASP Review Meeting July 26, 2004
 - Public Art Policy
 - Schedule Commission Workshop
- VIII. Adjournment to Public Art Tour – City of Mountain View**
- There being no further business, the Chair adjourned the meeting at 9:45 a.m. to the Public Art Tour.
- IX. Tour of Public Art**
- X. Adjournment** The Chair adjourned the meeting at 12:10 p.m.

**APPROVED MINUTES
CITY OF MILPITAS
ARTS COMMISSION**

Minutes: Meeting of the Arts Commission (AC)
Date of Meeting: Monday, July 26, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd, Committee Conference Room

I. Call to Order The Chair called the meeting to order at 6:30 p.m.

II. Flag Salute The Chair led the Commission in the Pledge of Allegiance

III. Roll Call Commissioners Present: Ettinger, Foulk, Hicks, Ogle and Alternate McGuire

Commissioners Absent: S. Gupta, Hays, Rabe

City Staff Present: Recreation Services Supervisor, Kathleen Yurchak,
Community Enrichment Coordinator, Renee Lorentzen

City Council Liaison Present: Council Member Armando Gomez

IV. Alternates The Chair sat Alternate McGuire in Commissioner Rabe's absence.

V. Agenda **MOTION** to approve the Agenda of July 26, 2004.
M/S: Ogle/McGuire Ayes: All

VI. Minutes Commissioner McGuire asked that under Item VIII. Announcements and Correspondence, the time of the Golden Hills Art Association meeting reflect the accurate time of 7:00 p.m. Commissioner McGuire asked that the minutes reflect, under Item X. Old Business, 4. Arts Day in Milpitas, her requesting that staff book out the Milpitas Community Center grounds and Auditorium for Arts Day 2005.

MOTION to approve the Minutes of June 28, 2004 as amended.
M/S: McGuire/Ettinger Ayes: All

VII. Citizens Forum No members from the Audience wished to speak.

VIII. Announcements and Correspondence

Recreation Services Supervisor, Yurchak, announced that effective August 8, 2004, Renee Lorentzen would assume the Community Enrichment Coordinator position. Programs such as CASP, Phantom Art Gallery, and many more would be under her direction.

Commissioner McGuire announced that the Golden Hills Art Association would be holding a meeting on August 5, 2004, at the Milpitas Police Community Room at 7:00 p.m. A demonstration by Shirley Chen, on Chinese Brush Painting would follow at 8:00 p.m.

Commissioner McGuire displayed the information folder that was distributed to the City Council for their percentage for public art item.

IX. Old Business

1. Arts Day Location

Recreation Services Supervisor, Yurchak, informed the Commission that staff would like to incorporate Arts Day with the Harvest Festival on October 16, 2004, from 11am-4pm, at Cardoza Park. Commissioner McGuire asked what the Harvest Festival was. Recreation Services Supervisor, Yurchak, answered that this is the first year the City has held a Harvest Festival, but staff believes it will be a good fit to combine the two events, for budgetary reasons and for the community demographics it will draw. The events are in the beginning planning stages.

MOTION to hold Arts Day 2004 during the "Harvest Festival" City Special Event, on October 16, 2004, at Cardoza Park.

M/S: Ogle/McGuire Ayes: All

X. Public Hearing

1. Cultural Arts Support Program Grant Applicant Review

On July 16, 2004, Renee Lorentzen, Community Enrichment Coordinator, hand delivered the 2004-2005 Cultural Arts Support Program (CASP) binders to the Arts Commissioners. Included in the Commission packet for review were the CASP Review meeting procedures and Discussion Guide.

Ten applicants submitted their applications by the June 18, 2004, deadline and all ten applicants were eligible for funding.

Commissioners' rated each applicant based on their written grant proposal on a scale of 1-10, 1 being a poor proposal, 10 being an excellent proposal. Funding for the 2004-2005 CASP grants is appropriated in the Recreation Services FY 2004-2005 operating budget in the amount of \$22,000.00.

MOTION to open the Public Hearing.

M/S: McGuire/Ettinger Ayes: All

The Commissioners reviewed each application and discussed any key points to the proposal they thought were important and asked a few clarifying questions of staff.

The Commissioners ranked the applicants in the following:

<u>RANK</u>	<u>Avg Score</u>
San Jose Wind Symphony	9.4
Fremont Symphony Orchestra	9.2
Filipino-American Association of Milpitas, Inc.	9
Milpitas Alliance for the Arts	8.8
Fancy Dancers, Inc.	8.4
Calaveras Repertory Theatre	8.2
Kaisahan	8
GENCO	7.8
The Lively Foundation	7.8

The Commission opened the floor for Public Comment. Several members of the audience, Grant Applicants, thanked the Commission for the opportunity that these grants provide, for community groups trying to provide arts experiences to the residents of Milpitas.

The Commission closed the floor for Public Comment.

MOTION to approve the San Jose Wind Symphony grant proposal request in the amount of \$2,000.00.

M/S: Hicks/Ettinger Ayes: All

MOTION to approve the Fremont Symphony Orchestra grant proposal request in the amount of \$2,000.00.

M/S: Ogle/Ettinger Ayes: All

MOTION to approve the Filipino-American Association of Milpitas grant proposal request in the amount of \$2,000.00.

M/S: Ettinger/McGuire Ayes: All

MOTION to approve the Milpitas Camera Club grant proposal request in the amount of \$2,000.00.

M/S: McGuire/Ettinger Ayes: (4) Ettinger, Foulk, Hicks, McGuire
Abstain: (1) Ogle

MOTION to approve the Milpitas Alliance for the Arts grant proposal request in the amount of \$2,000.00.

M/S: Hicks/Ogle Ayes: All

MOTION to approve the Fancy Dancers, Inc. grant proposal request in the amount of \$2,000.00.

M/S: Hicks/Ettinger Ayes: All

MOTION to approve the Calaveras Repertory Theatre grant proposal request in the amount of \$2,000.00.

M/S: Ogle/McGuire Ayes: All

MOTION to approve the Kaisahan Dance Company, Inc. grant proposal request in the amount of \$2,000.00.

M/S: Hicks/McGuire Ayes: All

MOTION to approve the GENCO grant proposal request in the amount of \$2,000.00.

M/S: Hicks/Ettinger Ayes: All

MOTION to approve the Lively Foundation grant proposal request in the amount of \$2,000.00.

M/S: McGuire/Ogle Ayes: All

MOTION to close the Public Hearing,

M/S: Ogle/Hicks Ayes: All

XI. Staff Reports

- The 4th of July event was extremely successful with over 10,000 people in attendance.

- Special Phantom Art Gallery Exhibit Opening, Monday, August 2, 2004, 7:00pm.
- Rainbow Theatre opens Man of La Mancha on Thursday, July 29 at 7:30pm, the play runs through August 7, 2004.
- Summer Concert Series, Tuesday, August 3, 2004, FlashBack Band, 6:30pm Augustine Park.
- Rainbow Singers Concert, Friday, August 13, 2004, 7:30pm, Community Center, Free Admission.

XII. Liaison Reports

None

XIII. Future Agenda Items

None

XIV. Adjournment

There being no further business, the Chair adjourned the meeting at 8:10 p.m. to the next regularly schedule meeting on August 23, 2004, at 7:00 p.m.

Respectfully Submitted,

Renee Lorentzen
Recording Secretary

APPROVED MINUTES
CITY OF MILPITAS
ARTS COMMISSION

Minutes: Meeting of the Arts Commission (AC)
Date of Meeting: Monday, August 23, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Call to Order The Chair called the meeting to order at 7:00 p.m.

II. Flag Salute The Chair led the Commission in the Pledge of Allegiance

III. Roll Call Commissioners Present: Ettinger, Gupta, Foulk, Hays, Hicks, Ogle and Alternate McGuire

Commissioners Absent: Rabe

City Staff Present: Recreation Services Supervisor, Kathleen Yurchak, Community Enrichment Coordinator, Renee Lorentzen

City Council Liaison Absent: Armando Gomez

IV. Alternates The Chair sat Alternate McGuire in Commissioner Rabe's absence.

V. Agenda **MOTION** to approve the Agenda of August 23, 2004.
M/S: Hays/Ogle Ayes: All

VI. Minutes **MOTION** to approve the Minutes of July 26, 2004.
M/S: Hays/Ettinger Ayes: All

VII. Citizens Forum No members from the Audience wished to speak.

VIII. Announcements and Correspondence

Recreation Services Supervisor, Kathleen Yurchak, passed around a postcard that she received from Linda Rabe in Washington State. Commissioner McGuire informed the Commission that the Golden Hills Art Association would be holding their next meeting on September 2, 2004, at the Milpitas Police Department Community Room at 7:00 p.m. A demonstration by Mary Meacham on oil painting roses would start at 8:15 p.m. Commissioner Ogle stated that the Golden Hills Art Association participated in the Ardenwood Park Art Exhibit, hosting two tents.

IX. Old Business

1. Arts Day 2004 Update

Community Enrichment Coordinator, Renee Lorentzen, announced to the Commission that the Arts Day Subcommittee has met and is finalizing plans for Arts Day 2004. The Poster Contest theme is "Fall Harvest". Several Arts Organizations will have an information table in a large booth, with a number of these organizations hosting a craft booth as well. Arts Day T-shirts will be printed and available to the Commissioners and Craft Booth workers. Chairperson Foulk announced that Century 21 Country Estates Realty donated \$250.00 to cover the cost of the T-shirts.

2. Art in Public Places Update

Recreation Services Supervisor, Yurchak, informed the Commission that at the August 17, 2004, City Council meeting, the Council approved for a draft policy for Art in Public Policy to be developed. This draft would be available to the Commission for review at their September 27, 2004, meeting. The reviewed draft would then be sent back to City Council in October 2004 for further approval.

Note. Receipt. File.

X. New Business

1. Cultural Arts Support Program Grant Process Review

Community Enrichment Coordinator, Lorentzen, informed the Commission that the new grant review process incorporated changes that the Commission had requested staff to incorporate, including the Discussion Guide as the Commissions tool for reviewing and rating the grant applications and that grants be awarded based on the written application only. Program Coordinator, Lorentzen, commented that the Commission did not follow the Discussion Guide nor did they discuss the grants in their written form but rather what the grant applicant had achieved in the past. Recreation Services Yurchak said the Commission needs to follow the processes set forth by the Commission when rating their grant applications. The Commission is awarding City money and any grant should be to the Commissions standards. Any questions the Commission may have on the written application should be addressed and figured in the grant applicants awarded monies, since grants can be anywhere from \$0 to \$2,000.00. Chairperson Foulk stated the Commission needs to be more strict in their review process and be more critical of grant proposals and how much money they should be awarded.

Commissioner Hicks asked that the Application Packet be friendlier to applicants who are individuals and not group affiliated.

2. 2005 Meeting Calendar

MOTION to hold the November 28, 2005, meeting and cancel the December 19, 2005, meeting.

M/S: Hays/Ettinger Ayes: All

3. Phantom Art Gallery – Wolverton

Mr. Wolverton informed the Commission that he has been a resident of the Bay Area for the past 20 years and is pleased to be considered for the Phantom Art Gallery. Mr. Wolverton presented the Commission with several works for art in various mediums. Commissioner Ettinger said that she liked his more recent work. She asked if he had someone to help him create a theme for his exhibit, being that his works are very individualized. Commissioner Hays stated that she would like to see his collective watercolors fill the gallery. The Commission agreed that they would like to see his exhibit be based on his works in watercolor.

MOTION to approve Ed Wolverton's Phantom Art Gallery Application.

M/S: Hays/Gupta Ayes: All

XI. Staff Reports

Staff referred the Commission to the list of upcoming events in their Agenda.

XII. Liaison Reports

None

XIII. Future Agenda Items

None

XIV. Adjournment

There being no further business, the Chair adjourned the meeting at 8:00 p.m. to the next regularly scheduled meeting on September 27, 2004.

Respectfully Submitted,

Renee Lorentzen
Recording Secretary

APPROVED MINUTES
CITY OF MILPITAS
ARTS COMMISSION

Minutes: Meeting of the Arts Commission (AC)
Date of Meeting: Monday, September 27, 2004
Place of Meeting: Milpitas Community Center, 457 E. Calaveras Blvd., Rm. 7&8

I. Call to Order The Chair called the meeting to order at 7:00 p.m.

II. Phantom Art Gallery Honor Ceremony

The Commission met at the Milpitas Phantom Art Gallery and presented Aundrea Ali, featured artist, a Certificate of Commendation, for her contributions to the Milpitas community through the arts. She thanked the Commission and the City of Milpitas for the opportunity to display her work.

III. Flag Salute The Chair led the Commission in the Pledge of Allegiance

IV. Roll Call Commissioners Present: Gupta, Foulk, Hays, Hicks, Ogle, Rabe and Alternate McGuire

Commissioners Absent: Ettinger

City Staff Present: Recreation Services Supervisor, Kathleen Yurchak, Community Enrichment Coordinator, Renee Lorentzen, City Manager, Thomas J. Wilson

City Council Liaison Present: Armando Gomez

V. Seating of Alternates The Chair sat Alternate McGuire in Commissioner Ettinger's absence.

VI. Approval of Agenda

MOTION to approve the Agenda of September, 27 2004.

M/S: Ogle/Hays Ayes: All

VII. Approval of Minutes

MOTION to approve the Minutes of August 23, 2004.

M/S: Gupta/Hicks Ayes: All

VIII. Citizens Forum No members from the audience wished to speak.

X. New Business

1. Phantom Art Gallery Application – Milpitas Camera Club

Program Coordinator, Lorentzen, introduced the President of the Milpitas Camera Club and various members of the Camera Club as applicants for the Phantom Art Gallery. Community Enrichment Coordinator, Lorentzen, informed the Commission that should their application be approved, their exhibit would be held in June –August 2005.

The Commission asked the Milpitas Camera Club use the glass cabinet in the Phantom Art Gallery and that all artwork is formally framed.

After discussion, the Milpitas Camera Club asked staff to take into consideration, the timing of their exhibit as their Cultural Arts Support Program event will also be held in June 2005.

MOTION to approve the Milpitas Camera Club's Phantom Art Gallery Application.

M/S: Hays/Rabe

Ayes: All

IX. Old Business

1. Public Art Policy

City Manager, Tom Wilson, presented the Commission the draft outline of the Milpitas Public Art Policy. City Manager, Wilson, informed the Commission that should they approve the draft policy, staff would take the Milpitas Public Arts Policy to City Council at their October 19, 2004, meeting. Should City Council approve the Public Arts Policy, the City Attorney will make the Policy an Ordinance, which is projected for Adoption in January of 2005.

City Manager, Wilson, took each Discussion Item separately and reviewed and answered Commissioner's questions.

Discussion Item 1.

Chairperson Foulk asked if the 1.5% of the City's gross annual Capital Improvement Project (CIP) Budget was the City's gross means from all CIP's. City Manager, Wilson, answered the CIP percentage would be applied to City projects only. It does not include private projects at this stage. The Commission can expect to see money from the new Library project and the Midtown Development.

Discussion Item 2.

City Manager, Wilson, informed the Commission that the monies for the Re-Development Agency can only be used to build things, not maintain them.

Discussion Item 4.

City Manager, Wilson, informed the Commission that they would need to create a Master Plan, so that the Public Art Committee will be able to define and clearly establish priorities and assign resources, location, etc. He suggested that the cataloging of the Art that is already installed be started, so that the City can memorialize it, establish value, insurance and a Maintenance Program. Commissioner Hays asked out of which budget the cost for maintenance would be charged. City Manager, Wilson answered that a plan for Maintenance would need to be defined in the Master Plan and monies to pay for maintenance would be accrued through grants or an established budget.

Discussion Item 5.

City Manager, Wilson, clarified for the Commission that the Public Arts Committee (PAC) would consist of the Arts Commission and (2) members of the Alliance for the Arts. The PAC will be responsible for finding other monies through grants and sponsorships.

The Public Arts Policy will allow the PAC to work over the next year to establish the Policy within the public sector, and then research a General Arts

Impact Fee for the private sector, which could go towards the cost of maintenance and operation of Public Art.

Chairperson Foulk asked if the PAC would be able to install art on private property that the PAC chooses. City Manager, Wilson, answered that the PAC would have to negotiate with the private sector on the control of the art piece. The use of the City Attorney and other City staff would assist in those negotiations. Chairperson Foulk expressed that the PAC would need assistance during the first few years of the Policy. City Manager, Wilson, said that the PAC would still work with the existing City staff.

Commissioner Hays asked who would be responsible for the grant writing. City Manager, Wilson, answered that the PAC and City staff would need to work together on grant research and writing. Commissioner Rabe stated that the Public Arts Policy and the Public Arts Commission requires a larger commitment from the Commission and they should not rely on staff to do their work for them. City Manager, Wilson, agreed, stating that the Commission can no longer be as passive, where they will need staff more, in guidance, the Commission needs to be self-sustaining.

Commissioner Hays asked if projects that are already started such as the Midtown project would be included in the 1.5%. City Manager, Wilson, answered that projects started would be included. Chairperson Foulk stated that he is very pleased with the Public Arts Policy. Commissioner Rabe asked if staff would still receive Commissioner input on the policy or if Council was planning on holding a Public Hearing on the policy before it is approved by City Council. City Manager, Wilson, answered there would be no Public Hearing.

MOTION to approve the draft policy of the Public Arts Policy for recommendation to the City Council for final approval.

M/S: Hays/Ogle Ayes: All

2. Arts Day Update

Community Enrichment Coordinator, Renee Lorentzen, informed the Commission that all elements for Arts Day 2004 are finalized, with all arts organizations, artists and entertainment confirmed. Community Enrichment Coordinator, Lorentzen, stated that she would be forwarding Commissioners their scheduled shifts for their activity booth later in the week.

XI. Staff Reports None

XII. Liaison Reports None

XIII. Future Agenda Items

- Recognition of Artists at Arts Commission meetings
- Arts Demonstration Share by Commission

XIV. Adjournment

There being no further business, the Chair adjourned the meeting at 8:55 p.m. to the next regularly scheduled meeting on October 25, 2004.

Respectfully Submitted,
Renee Lorentzen

APPROVED MINUTES
CITY OF MILPITAS
ARTS COMMISSION

Minutes: Meeting of the Arts Commission (AC)
Date of Meeting: Monday, October 25, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd. Committee Conference Room

I. Call to Order The Chair called the meeting order at 7:01 p.m.

II. Flag Salute The Chair led the Commission in the Pledge of Allegiance

III. Roll Call Commissioners Present: Ettinger, Foulk, Hays (7:06p.m.), Ogle, Rabe and Alternate McGuire

Commissioners Absent: Gupta and Hicks

City Staff Present: Recreation Services Supervisor, Kathleen Yurchak, Community Enrichment Coordinator, Renee Lorentzen

City Council Liaison Absent: Council Member Armando Gomez

IV. Seating of Alternates

The Chair sat Alternate McGuire in Commissioner Hicks' absence

V. Approval of Agenda **MOTION** to approve the Agenda on October 25, 2004.

M/S: Rabe/McGuire Ayes: All

VI. Approval of Minutes

MOTION to approve the Minutes of September 27, 2004.

M/S: Rabe/McGuire Ayes: All

VII. Citizens Forum

Ed Connor
540 S. Abel St.
Milpitas, CA 95035

Mr. Connor presented the Commission with information on the local Jazz Agencies and asked the Commission to consider supporting a Jazz Festival in Milpitas. The Commission thanked Mr. Connor for the information and suggested he apply for a future Cultural Arts Support Program grant.

VIII. Old Business

1. Public Art Policy

Recreation Services Supervisor, Kathleen Yurchak, informed the Commission of the City Council's approval of the Public Arts Policy Draft and that it is currently with the City Attorney, being written into an Ordinance. The Commission should be able to review the Ordinance at their January 24, 2005, meeting.

2. Arts Day Review

Community Enrichment Coordinator, Renee Lorentzen, asked the Commission for their feedback on Arts Day, what they liked and disliked and any expectations for next year.

Commissioner Rabe said it was a great day and everyone had fun. She felt there was a larger audience due to the Harvest Festival draw. She suggested that a subcommittee of Arts Commissioners be formed in the future so the Commission has more involvement in the planning and implementation of Arts Day. Commissioner McGuire added that she loved the face painting and the train to the pumpkin patch. She stated she would like the activities for the kids to be more creative, no preset or prepared art for them to color in, that way they have to use their imagination and create.

Recreation Services Supervisor, Yurchak, stated that it was estimated over 2,500 people attended the Harvest Festival and Arts Day. Chairperson Foulk suggested that the Commissioner's who volunteer are put on a rotating schedule that allows the Commissioner's to enjoy some of the festival.

Commissioner Rabe stated that the Arts Information area was not utilized and there should be rules for the Arts Organizations on staffing and supplying information for the Information Area. Community Enrichment Coordinator, Lorentzen, stated the Arts Organizations were informed that they were to have two people at an information table and the day of, they did not follow through.

IX. New Business

1. Phantom Art Gallery Application – Scott Hinrichs

Scott Hinrichs, Adult Education Photography Teacher, presented the Commission with various works from his students that he would like to display for a Phantom Art Gallery Exhibit. Mr. Hinrichs told the Commission that each piece would have its own description on technique and a biography of the artist. Commissioner Ettinger asked if the art would be for sale. Mr. Hinrichs stated the art would be for sale and that he would utilize the glass case.

MOTION to approve the Phantom Art Gallery Application for Scott Hinrichs.
M/S: Rabe/Hays Ayes: All

2. CASP Event Sign Up

The Commission volunteered to attend the 2004-05 CASP Events as followed:

<u>Group</u>	<u>Date</u>	<u>Commissioner</u>
Lively Foundation	December 5, 2004	All
Fremont Symphony	March 24, 2005	Foulk
GENCO	April 2, 2005	Foulk
Calaveras Rep	April-May, 2005	Hicks/Ogle/Hays
Alliance for the Arts	May 14, 2005	Rabe/McGuire
SJWS	May 15, 2005	Rabe/Hays
Fil-Am	June 4, 2005	Foulk/Ogle
Milpitas Camera Club	June 5, 2005	Ettinger/McGuire
Fancy Dancers	June 12, 2005	Ettinger/Hays
Kaisahan	October 9, 2005	Ogle

3. Phantom Art Gallery

Community Enrichment Coordinator, Lorentzen, informed the Commission that the color brochure for the Phantom Art Gallery is in production and should be ready for the Commission's viewing in a few months. She informed the

Commission that due to the high volume of applications coming through for the Phantom Art Gallery, the Commission should consider making the gallery time up to the Artist, but no shorter than two weeks and no longer than two months. Shorter gallery times will not only allow for more artists, but also for guest or traveling artists to showcase their work. The Commission agreed that this would be a good idea and to please have Staff adjust the application to reflect optional gallery times.

4. Arts Contributors Recognition

Recreation Services Supervisor, Yurchak, informed the Commission that recognizing arts contributors at the Commission level is part of their Work Plan. She asked the Commission if they still would like to pursue this item and if so, how? Commissioner Ettinger asked what this item entails. Commissioner Rabe answered that the Commission wanted to publicly recognize people in the Milpitas Community who have made a contribution to the City of Milpitas Arts. In doing this the Arts Commission will be better known in the arts community. Chairperson Foulk said he wanted to keep the concept of the recognition simple. A person's story of contribution can be submitted to the Commission and then at a future meeting, the individual will be presented with a certificate. The recipient would be invited to the meeting, but if they did not want, or could not attend, they would be mailed their certificate. Commissioner McGuire suggested the Commission have a weekly article in the Milpitas POST.

Recreation Services Supervisor, Yurchak, suggested that the Commission bring to the next meeting; names and addresses of people who they think are eligible for recognition.

5. Commissioner Workshop

Community Enrichment Coordinator, Lorentzen, asked the Commission what types of issues and topics they would like addressed at a workshop and when would be a good month to hold a workshop. The Commission discussed and decided that a weekend in January of 2005, would be a good time to hold a workshop and the following items should be addressed:

- Promotion of the Commission
- Grant Writing
- Creating and Attaining Goals

Writing a Master Plan (Public Arts)

Commissioner Rabe added that the following should be considered: Educated, Effective, Inclusive.

XI. Staff Reports None

XII. Liaison Reports Commissioner Ogle reported that the 50th Anniversary Committee is working on time capsule for the City and encouraged the Commission, if they had an essay, piece of art, or photo that would be relevant, should submit.

XII. Future Agenda Items
None

XIV. Adjournment There being no further business, the Chair adjourned the meeting at 8:34 p.m. to the next regularly scheduled meeting on November 22, 2004.

APPROVED MINUTES
CITY OF MILPITAS
ARTS COMMISSION

Minutes: Meeting of the Arts Commission (AC)
Date of Meeting: Monday, November 22, 2004
Place of Meeting: Milpitas Community Center, 457 E. Calaveras Blvd., Rm. 7&8

I. Call to Order The Chair called the meeting to order at 7:00 p.m.

II. Phantom Art Gallery Opening – Golden Hills Arts and Crafts Association

The Commission met at the Milpitas Phantom Art Gallery and presented Brenda Trimble, Golden Hills Arts and Crafts Association President, featured art group, a Certificate of Commendation, for their contributions to the Milpitas community through the arts. Mayor Jose Esteves thanked the Association for their beautiful work in the Gallery and how proud he was of Milpitas as an arts supporter. Ms. Trimble thanked the Commission and the City of Milpitas for the opportunity to display their work.

III. Flag Salute The Chair led the Commission in the Pledge of Allegiance

IV. Roll Call Commissioners Present: Ettinger, Foulk, Hicks, Ogle, Rabe and Alternate McGuire

Commissioners Absent: Hays, Gupta

City Council Liaison Absent: Council Member Gomez

City Staff Present: Community Enrichment Coordinator, Renee Lorentzen

V. Seating of Alternates

The Chair sat Alternate McGuire in Commissioner Hays' absence.

VI. Approval of Agenda **MOTION** to approve the Agenda of November 22, 2004.

M/S: Rabe/Ettinger Ayes: All

VII. Approval of Minutes

Commissioner McGuire asked that the Minutes reflect under Item IX. New Business, 4. Arts Contributors, her proposal to write an article for the Milpitas Post, about the Arts Contributors Recognition.

MOTION to approve the Minutes of October 25, 2004, as amended.

M/S: Ettinger/Rabe Ayes: All

VIII. Citizens Forum No members from the public were present.

IX. Old Business None

X. New Business

1. January Workshop Date Selection

Community Enrichment Coordinator, Lorentzen, asked the Commission whether they would prefer to have their Workshop on January 8, 2005 or on January 29, 2005. The Commission responded that either date would work. Commissioner

Ogle stated that she preferred to have the Workshop on January 29, 2005, as she would be meeting with the 50th Anniversary Committee earlier in the week. The Commission stated that whichever meeting staff would be able to get a facilitator would be fine with the Commission.

2. Arts Contributors Recognition

Community Enrichment Coordinator, Lorentzen, informed the Commission that in order to implement the Arts Contributors Recognition program they will need to develop some criteria and protocol for submitting artists and determining eligibility. Community Enrichment Coordinator, Lorentzen suggested that the Commission form a subcommittee to draft an Arts Contributors Recognition Program Outline. The following Commissioners volunteered to work on the subcommittee: Ettinger, Hicks, Ogle.

3. Grant Workshop Update

Commissioner McGuire informed the Commission that she, Commissioner Ogle and Commissioner Rabe attended the Grant Workshop for the Arts Council Silicon Valley, making the Arts Commission eligible for their 2005 grant cycle. Commissioner McGuire suggested that the Commission write a grant for Arts Day 2005 funding. A proposal for their grant must be submitted to the Arts Council Silicon Valley by December 20, 2004. Community Enrichment Coordinator, Lorentzen, stated that she has the necessary information for the grant from previous Art Day event planning and that she would work with a subcommittee to write the grant. The following Commissioner volunteered to work on the subcommittee: McGuire, Rabe.

MOTION to have the Arts Day Grant Subcommittee draft a grant proposal and submit it directly to the Arts Council Silicon Valley by December 20, 2004.

M/S: Rabe/McGuire Ayes: All

XI. Staff/Commission Reports

Commissioner McGuire referred the Commission to an article included in their packet, about arts funding and public art in the Bay Area. Commissioner Rabe stated that even though the Commission is going forward with a grant for Arts Day, they are still obligated to look for funding for public art in Milpitas. Commissioner McGuire said that she attended a Thomas Kinkaid benefit for a local school, where the proceeds from sales were split between the school and the artist. She suggested the Commission look into such a venture as possible fundraising for public art. Commissioner Rabe stated that the Commission needs to show City Council they are willing to raise funds for public art in Milpitas.

XII. Liaison Reports

None

XIII. Future Agenda Items

None

XIV. Adjournment

There being no further business, the Chair adjourned the meeting at 8:00 p.m. to the next regularly schedule meeting on December 27, 2004 at 7:00 p.m.

APPROVED MINUTES
CITY OF MILPITAS
ARTS COMMISSION

Minutes: Meeting of the Arts Commission (AC)
Date of Meeting: Monday, December 27, 2004
Place of Meeting: Milpitas City Hall Committee Conference Room, 455 E. Calaveras Blvd.

I. Call to Order The Chair called the meeting to order at 7:04 p.m.

II. Flag Salute The Chair led the Commission in the Pledge of Allegiance

III. Roll Call Commissioners Present: Ettinger, Foulk, Ogle, and Alternate McGuire and Butler

Commissioners Absent: Rabe, Gupta, Hays and Hicks

City Council Liaison Absent: Council Member Gomez

City Staff Present: Kathleen Yurchak, Recreation Services Supervisor

IV. Seating of Alternates

The Chair sat Alternate McGuire in Commissioner Rabe's absence and Alternate Butler in Commissioner Hicks' absence

V. Approval of Agenda

MOTION to approve the Agenda of December 27, 2004, with change noted on Old Business, Item 1, from 2004 to 2005.

M/S: Ettinger/McGuire Ayes: All

VI. Approval of Minutes

MOTION to approve the Minutes of November 22, 2004.

M/S: McGuire/Ettinger Ayes: All

VII. Citizens Forum No members from the public were present.

VIII. Announcements / Correspondence

Supervisor Yurchak announced the CAPRCBM Commissioner Workshop is being held on February 26, 2005, from 9:00am to 3:00pm. The workshop is free to all Milpitas Commissioners.

Supervisor Yurchak, announced that the Council on Aging is requesting donated artwork to be auctioned off, this information has been posted at the Senior Center and distributed to Mary Meacham, the Senior Center's art instructor.

IX. Old Business

1. January Workshop Update – Kathleen Yurchak

At the October 25, 2004, Arts Commission Meeting, the Arts Commission requested that staff pursue the coordination of a Commissioner Workshop that would assist the Commission with 1) Promotion of the Commission, 2) Grant Writing, 3) Create an effective Work Plan, and 4) How to develop a Master Plan. Staff is in the process of outlining the Commission's Workshop for

January 29, 2004. Supervisor Yurchak, reviewed the workshop proposal submitted by Cheryl Mann, owner of Goals InSight Coaching. The proposal outlines the workshop in detail, identifying how the Commission will identify their vision, mission statement, goals and prioritization of their goals in 2005. Supervisor Yurchak stated that the Commission would need to complete pre-work to expedite the work to be completed the day of the workshop and the pre-work would need to be submitted to Supervisor Yurchak, prior to January 26, 2005. The cost of the training is \$500, which would come from the Commission's training budget, in addition to completing an evaluation of the workshop and a letter of recommendation from a Commissioner. Lunch would also be provided. The Commission reviewed and discussed the proposal and asked staff to pursue hiring Ms. Mann to conduct the Arts Commission Workshop on January 29, 2005.

X. New Business

1. Commission Mission Statement – Commissioner Rabe/McGuire

On December 9, 2004, Commissioner Rabe and Alternate McGuire met with Community Enrichment Coordinator, Renee Lorentzen, to discuss the Arts Council Silicon Valley (ACSV) grant, the Commission would like to apply for a grant to fund Arts Day 2005. While discussing the grant, staff advised Commissioner Rabe and Alternate McGuire that it would be beneficial for the Commission to draft their own Mission Statement to use for the ACSV grant as well as future grants. Commissioner Rabe and Alternate McGuire stated that they would return to the December 27, 2004, meeting, with a draft Mission Statement for the Commissioners' review.

Alternate McGuire stated that Commissioner Ogle and Chairperson Foulk worked on drafting a mission statement for the Arts Commission. Three samples were provided and discussed:

1. The goal of the Milpitas Arts Commission is to foster, promote and encourage the arts, including not just the visual arts such as organizing exhibits, painting contests and entire festivals, but also gifted authors, performers or all that elevates the creative and cultural niveau of a city.
2. The goal of the Milpitas Arts Commission is to promote, provide and encourage both visual and performing arts in the City of Milpitas.
3. In order to improve the quality of life in the City of Milpitas, the Milpitas Arts Commission shall:
 - Promote the display and acquisition of public art.
 - Promote and encourage wholesome and culturally diverse performing arts in the City.
 - Promote the exchange or sharing of artistic endeavors with neighboring cities.
 - Make recommendations to the City Council whenever it comes to issues about the arts in Milpitas.

The Commission requested that the draft Mission Statements be forwarded to Ms. Mann, who will be conducting the Arts Commission Workshop on January 29, 2005, so she can review them and make suggestions and to continue the discussion at the Commission's Workshop.

XI. Staff/Commission Reports

Upcoming Events:

- "New Year New You" – January 22 – Milpitas Sports Center

- Commission Workshop – January 29 - TBD

XII. Liaison Reports

1. **City Council - None**
2. **Commissioner CASP Review – *The Lively Foundation “Festival of Lights”*** – The Commission discussed their evaluation of the “Festival of Lights” and Commissioner Ogle commented that the attendance was poor, but it was not for lack of publicity as she received four separate mailers for the event. Alternate McGuire stated that maybe the event be offered on a different day, the vocals were good, some of the skits were not very good and that the attendance was poor. Alternate McGuire did submit her written evaluation.
3. **Community Advisory Commission - None**
4. **Senior Advisory Commission - None**
5. **Planning Commission - None**
6. **Youth Advisory Commission - None**
7. **Milpitas Historical Society** – Alternate McGuire announced that Bob Burrill has completed his book entitled “Images of America – Milpitas”, the books are being sold for \$20 and are available through the Historical Society or at Border Books and Music. Some of the pictures from the book will be displayed at Mil’s Diner.
8. **Parks, Recreation and Cultural Resources Commission - None**
9. **Sister Cities Commission - None**
10. **MUSD - None**
11. **Economic Development Commission - None**
Commissioner Ogle announced that the City’s 50th Anniversary Committee will be holding their last meeting on January 6, 2005 and that the time capsule will be buried on January 26, 2005.

XIII. Future Agenda Items

None

XIV. Adjournment

There being no further business, the Chair adjourned the meeting at 7:42 p.m. to the next regularly scheduled meeting on January 24, 2005 at 7:00 p.m.